



DEPARTMENT OF BUDGET AND FISCAL SERVICES
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS

PURCHASING DIV
BUDGET & FISCAL SVCS
C&C OF HONOLULU

PUR 614181
sec C
15 JUN 22 09:06

TO: Chief Procurement Officer
FROM: Department of Human Resources/Employment & Personnel Services
Department/Division/Agency

Pursuant to HRS §103D-102(b)(4) and HAR Chapter 3-120, the Department requests a procurement exemption to purchase the following:

1. Description of goods, services or construction:
Requesting exemption for purchase of examination materials.

2. Name of Vendor: TBD
Address:

3. Amount of Request:
\$75,000

4. Term of Contract:
From: Approval Date To: 1 year from date of approval

5. Prior Exemption Ref. No.
513

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
We review examination products from different vendors. Vendors have different stock tests with various testing formats. Each vendor has unique test items and oftentimes specializes in a particular area. We also review test validation and statistical reports. Based on our job analysis of the position tested for, we then determine which product meets our testing needs.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
Because of the confidential nature of examinations, it is not practical to issue public notices. We take utmost care in protecting the integrity of test materials. Vendors are contacted individually and, in most cases, we enter into test security agreements to review copies of test materials. These test materials are copyrighted publications.
Test materials are reviewed by the Examination Specialist, who recommends the best vendor for the particular examination we are testing for. The City reserves the right to select one or more vendors that meet the test security requirements. Selection is reviewed and approved by the Branch Chief.

8. Identify the primary staff person(s) responsible for this procurement.			
Name	Agency/Division	Phone Number	Email Address
Carolee Kubo	Human Resources/ Administration	768-8500	ckubo1@honolulu.gov

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

Vera Onouye	Human Resources/Employment & Personnel Services	768-8520	vonouye@honolulu.gov
Gayle Nakamura	Human Resources/Examination Branch	768-8529	gtnakamura@honolulu.gov
<p>Direct inquiries to: Department: Department of Human Resources Contact Name: Gayle Nakamura Phone Number: 768-8529 E-mail: gtnakamura@honolulu.gov</p>			

Agency shall ensure adherence to applicable administrative and statutory requirements

To the best of my knowledge I certify that the information provided above is true, correct, and that there is no conflict of interest related to this procurement.


6/16/15

 Department Head Date

Reserved for BFS Use Only	
Date Notice Posted _____	
<p>The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:</p> <p align="right"> Chief Procurement Officer Department of Budget and Fiscal Services 530 South King Street, Room 115 Honolulu, Hawaii 96813 bfs purchasing@honolulu.gov </p>	
<p>Chief Procurement Officer's comments:</p> 	

☐ APPROVED
 ☐ DISAPPROVED
 ☐ NO ACTION REQUIRED

 Chief Procurement Officer Date